

**AMERICAN CONSULATE GENERAL  
HAMILTON, BERMUDA  
ANNOUNCEMENT NUMBER: 11-02**

**OPEN TO:** Eligible Family Members (US Citizen)

**POSITION:** Community Liaison Officer –FP-6 or FP-7\*

**OPENING DATE:** November 4, 2011

**CLOSING DATE:** December 2, 2011

**WORK HOURS:** Part-time; 16 hours/week

**SALARY:** \*EFM/MOH/NOR: US\$16.25 - \$18.17 per hour  
(Position Grade: FP-7 or FP-6 to be confirmed by Washington)

The American Consulate General Hamilton is seeking an individual for the position of Community Liaison Officer. At this time, applications are being accepted only from staff members already employed at the US Mission in Bermuda **and** Eligible Family Members. Please note: Current employees must have been in current position for at least one year before being eligible to apply for this position.

**BASIC FUNCTION OF POSITION**

The employee works with U.S. personnel and family members to maintain and promote a high morale at post. He/She develops and administers a broad post-specific program covering welcoming and orientation, guidance and referral, information and resource management, education liaison, crisis management and security liaison, employment liaison, community liaison and event planning. The incumbent reports directly to the Management Officer and is the staff and family member advocate to post management. He/She is active on the Emergency Action Committee, post Employment Committee, and Post Housing Board. The incumbent also prepares and distributes post's quarterly newsletter, 'The Cahow Caller'.

A copy of the complete position description listing all duties and responsibilities is available on our Consulate website: <http://Hamilton.USconsulate.gov>

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. CLO positions are normally classified at the FP-06 or FP-07 level depending on the candidates qualifications and ability to attain Top Secret Clearance Level. In order to meet the minimum requirements for the FP-06 or FP-07 level the candidate must meet one of the following requirements:
  - a) Hold an M.A. or higher degree;
  - b) Hold a B.A. degree and have one year of full-time work experience, which demonstrates the ability to perform the job;
  - c) Have 5 years of full-time work experience, which demonstrates the ability to perform the job;
  - d) Have a combination of full-time work experience, which demonstrates the ability to perform the job and education beyond the high school level totaling 5 years.
2. The ability to work well in a high stress environment is required.
3. Strong interpersonal skills required.
4. A sound working knowledge of Microsoft Office is required.

## **SELECTION PROCESS**

Eligible Family Members will be given preference. For this position, an American Citizen Eligible Family Member will be given preference due to the Security Clearance requirement.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested candidates for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

By Mail:

Attention: Raynae Fleming  
American Consulate General  
P.O. Box HM 325  
Hamilton HM BX

By Hand:

Attention: Raynae Fleming  
American Consulate General  
'Crown Hill'  
16 Middle Road  
Devonshire

Via Facsimile:

441-296-9233  
Attention: Raynae Fleming

Via E-Mail:

[hamiltonhr@state.gov](mailto:hamiltonhr@state.gov)

### **POINT OF CONTACT**

Name: Raynae Fleming  
Telephone: 441-295-1342 x234  
FAX: 441-296-9233

### **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: December 2, 2011**

An Equal Opportunity Employer